

CARLSBAD CITY LIBRARY

1775 Dove Lane, Carlsbad, Ca 92011

40G201103

POSITION: Technical Assistant

LOCATION/DIVISION: Library Community Relations

HOURS: 15-20 hours per week

SALARY: \$15-18 an hour

DUTIES & RESPONSIBILITIES:

Responsible for helping design and update printed and electronic materials in adherence to city and library branding guidelines. Materials include flyers, posters, calendars, forms, signs, e-newsletters and other promotional items as needed. Operate printing and finishing equipment. Position assists with related administrative and clerical work as assigned.

IDEAL CANDIDATE:

Education and Experience: Preferably a degree or substantial course work from an accredited college or university in graphic design or related field and prior work experience in a related field. Primary requirement is knowledge of graphic design and layout utilizing Adobe CS applications, primarily InDesign, and preferably in a PC environment. Basic photo and illustration manipulation, as well as familiarity with print production processes, such as file preparation, paper selection, and pricing, is also required. Knowledge of principles of web design and layout and familiarity with social media is desirable, but not required. Good customer service skills are essential; photography skills are a plus.

SELECTION PROCEDURE - Applicants must complete a City of Carlsbad Application for Employment and a Carlsbad City Library Supplemental Application for Part-time Employment. Applicants will be notified only if selected for an interview. Please be prepared to bring a portfolio to the interview.

CLOSING DATE: Nov. 23, 2011

SEND COMPLETED APPLICATION TO:

Carlsbad City Library
c/o Kelly Gilfillen, Community Relations
1775 Dove Lane
Carlsbad, CA 92011

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SUPPLEMENTAL APPLICATION FOR PART-TIME EMPLOYMENT

Name: _____ Date: _____

Link to online portfolio (if available): _____

I am available to work the following days of the week/times of day-evening:

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

I am available to work beginning: _____

Position works at the following location:

_____ CARLSBAD CITY LIBRARY
1775 Dove Lane

Hours of operation:

Monday – Thursday 9AM to 9PM

Friday – Saturday 9AM to 5PM

Sunday 1PM to 5PM

I am interested in working in the following service areas of the Library: (check all that apply).

_____ Library Administration

_____ Children's Services

_____ Circulation Services

_____ Collection Development

_____ Community Relations

_____ Genealogy

_____ Local History Room

_____ Reference/Information Services

_____ Technical Services